



**State of Illinois**  
**PROPERTY TAX APPEAL BOARD**

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Important Notice  
March 25, 2020  
Updated April 28, 2020

The Property Tax Appeal Board (PTAB) has received inquiries regarding the continuing operations of the PTAB during the COVID-19 pandemic. The PTAB is also aware that many offices are working remotely and are unable to perform normal operations. In light of the COVID-19 pandemic, the PTAB will be operating as follows until further notice.

Other than hearing postponements, ruling on various motions, and issuing final administrative decisions, the PTAB will not be generating or sending out mail or electronic correspondence during this time, thereby not creating any new filing deadlines. If you have cases that have current deadlines, you may send extension requests electronically to the [PTA.Clerk@Illinois.gov](mailto:PTA.Clerk@Illinois.gov) email address. Please do not send evidence to this email address; we do not have the staff to process everything electronically.

To help alleviate any approaching deadlines, the PTAB is automatically granting a 60-day extension to any deadlines that occur from March 25, 2020 through May 31, 2020, system wide. The extensions will run from the original due date for 60 additional days. The PTAB will not be sending letters for these extensions, however, the parties will be able to view the extensions granted on the Appeal Status Inquiry (ASI) system once the original deadline expires.

Please note that the 30-day period to file an appeal to the PTAB from a board of review (BOR) decision or PTAB decision has not been extended. This deadline is set by statute and cannot be changed without legislative action. Therefore, at minimum, send, via USPS or other delivery service, the completed first page of the appeal form with a copy of the BOR or PTAB decision and have it postmarked within 30 days of the written decision of the BOR or the PTAB. In the alternative, you may download the appeal form, complete the first page, sign it and e-mail it by the 30-day deadline to [PTA.Clerk@Illinois.gov](mailto:PTA.Clerk@Illinois.gov) along with a copy of the BOR or PTAB decision. All appeal forms are available on our website. Either method will preclude the party from physically going into the office. In Cook County you may also file the appeal within 30 days after the date that the BOR transmits to the county assessor pursuant to Section 16-125 its final

**BOARD MEMBERS**

**Jim Bilotta**  
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*South Barrington*

**Dana D. Kinion**  
*Springfield*

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*Chicago*

action on the township in which the property is located. You may ask for an extension at that time.

The PTAB is also requiring any Request to Intervene that is currently pending be filed within the 60-day time frame of the notice from the BOR to the taxing district of the appeal. Please note that pursuant to Section 1910.60(e)(1) of the PTAB's rules (86 Ill.Admin.Code 1910.60(e)(1)) if the Request to Intervene is filed without the resolution of the taxing body authorizing intervention, provide a written explanation of the reason and a request for an extension to file the resolution, which will be liberally construed by the PTAB until further notice. You may also ask for an extension of time to file evidence at that time.

As a final point, the PTAB intends to cancel hearings scheduled through May 31, 2020.

The PTAB continues to work remotely but can answer any questions you may have by calling us at 217/782-6076 or by sending an email to the Clerk of the PTAB at the [PTA.Clerk@Illinois.gov](mailto:PTA.Clerk@Illinois.gov) email address.

Thank you for your continued patience and cooperation.

**Clerk of the Board**

Illinois Property Tax Appeal Board

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[www.ptab.illinois.gov](http://www.ptab.illinois.gov)